

CITY OF DURHAM

2010/2011 EMPLOYEE BENEFITS SUMMARY

This Employee Benefit Summary is an important part of the City’s Total Compensation Package. This summary is for eligible full time and specified part-time or temporary-with-benefits employees (not all benefits may apply to temporary-with-benefits employees). Employees whose salaries and benefits are paid by grants may not be eligible for all benefits listed below. Additional or more specific information can be obtained by contacting your Human Resources Team, the Departmental Liaison, or the benefit provider.

| <u>BENEFIT</u> | <u>ELIGIBLE DATE</u> | <u>EMPLOYEE COST</u> | <u>BENEFIT DESCRIPTION</u> |
|---------------------------------------|--|---|--|
| HEALTH CARE | | | |
| <u>BCBS Premium Plan</u> | | | |
| PPO (Preferred Provider Organization) | First day of month following date of employment Single Two-Party (Employee & 1 dependent) Family (Employee & 2+ dependents) | \$65.00 \$350.15 \$591.55 | Visit www.bcbsnc.com for listings of physicians and hospitals. <u>In-Network Benefits:</u> No deductible and 100% coverage for routine services. Doctor/Specialist co-pay \$15/\$30. No co-pay for wellness visits. Annual deductible of \$500 individual and \$1000 family for hospital, surgery, diagnostic testing, durable medical equipment and skilled nursing. (\$250 of deductible refundable by Laymon Group—see HR for form. Participation in Wellness Plan required for deductible reimbursement). Mental Health and Substance Abuse Services co-pay \$30. <i>Pharmacy benefits:</i> \$0 generic, \$20 brand name and \$35 “non-preferred” brand-name drugs. Mail Order drugs program available. Emergency Room co-pay \$300 (waived if admitted). Urgent Care co-pay \$15. In-network lifetime maximum: \$5,000,000. Routine vision plan with \$25.00 co-pay—see voluntary employee benefit plans below. |
| | | | <u>Out-of-Network Benefits:</u> \$1,000 per calendar year deductible for individual and \$2,000 for family. After deductible, plan pays 70% and employee pays 30% of claims. Out-of-network life time maximum: \$5,000,000. Out-of-pocket maximum per year is 3,000 individual/\$6,000 family coinsurance. |
| <u>BCBS Core Plan</u> | | | |
| PPO (Preferred Provider Organization) | First day of month following date of employment Single Two-Party (Employee & 1 dependent) Family (Employee & 2+ dependents) | \$0.00 \$156.15 \$395.55 | Visit www.bcbsnc.com for listings of physicians and hospitals. <u>In-Network Benefits:</u> No deductible and 100% coverage for routine services. Doctor/Specialist co-pay \$20/\$40. No co-pay for wellness visits. Annual deductible of \$750 individual and \$1,500 family. Deductible of \$750 individual for hospital, surgery, diagnostic testing, and durable medical equipment and skilled nursing (\$250 refundable by Laymon Group). Mental Health and Substance Abuse Services co-pay \$40. <i>Pharmacy benefits:</i> \$0 generic, \$30 brand name and \$45 “non-preferred” brand-name drugs. Mail Order drugs program available. Emergency Room co-pay \$300 (waived if admitted). Urgent Care co-pay \$20. In-network lifetime maximum: \$5,000,000. Routine vision plan with \$25.00 co-pay—see voluntary employee benefit plans below. |
| | | | <u>Out-of-Network Benefits:</u> \$1,500 per calendar year deductible for individual and \$3,000 for family. After deductible, plan pays 70% and employee pays 30% of claims. Out-of-network lifetime maximum: \$5,000,000. Out-of-pocket maximum per year is \$4,000 individual/\$8,000 family coinsurance. |
| <u>BCBS Basic Plan</u> | | | |
| PPO (Preferred Provider Organization) | First day of month following date of employment Single Two-Party (Employee & 1 dependent) Family (Employee & 2+ dependents) | \$0.00 \$120.15 \$274.55 | Visit www.bcbsnc.com for listings of physicians and hospitals. <u>In-Network Benefits:</u> No deductible and 100% coverage for routine services. Doctor/Specialist co-pay \$25/\$50. No co-pay for wellness visits. Annual deductible of \$1,500 individual and \$3,000 family. Deductible of \$1,500 individual for hospital, surgery, diagnostic testing, and durable medical equipment and skilled nursing (\$250 refundable by Laymon Group). Mental Health and Substance Abuse Services co-pay \$40. <i>Pharmacy benefits:</i> \$0 generic, \$35 brand name and \$50 “non-preferred” brand-name drugs. Mail Order drugs program available. Emergency Room co-pay \$300 (waived if admitted). Urgent Care co-pay \$25. In-network lifetime maximum: \$5,000,000 . Routine vision plan with \$25.00 co-pay—see voluntary employee benefit plans below. |
| | | | <u>Out-of-Network Benefits:</u> \$3,000 per calendar year deductible for individual and \$6,000 for family. After deductible, |

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| | | | plan pays 70% and employee pays 30% of claims. Out-of-network lifetime maximum: \$5,000,000 . Out-of-pocket maximum per year is \$6,000 individual/\$9,000 family coinsurance. |
| <u>Employee Assistance Programs (EAP)</u> | | | |
| Duke EAP | First day of month following date of employment | Included in health care premium | Confidential, professional help for employees who have personal or medical problems particularly when they affect job performance or conduct. Assistance areas include, but are not limited to, family and marital problems, alcohol and substance abuse, financial, legal, emotional, and stress-related problems. Up to 12 visits per calendar year for employee or dependents within the EAP system without charge. Administered by Duke Occupational and Health Services (919-286-1244). |
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| <u>BENEFIT</u> | <u>ELIGIBLE DATE</u> | <u>EMPLOYEE COST</u> | <u>BENEFIT DESCRIPTION</u> |
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| DENTAL | | | |
| <u>Blue Cross Blue Shield Dental</u> | First day of month following date of employment | | Three levels of coverage; Preventive, Maintenance, and Orthodontic Peradontic. Preventive: \$0 deductible/charge on routine and other preventive care (2 cleanings per year). Maintenance: \$50 deductible and 80% coverage on other dental care including fillings, space maintainers, and extractions. Orthodontic Peradontic: Endodontics, Periodontics, Denture Repair, gold and cast restorations, and Prosthodontics are covered at 50%. Orthodontic coverage is 50% with \$1500 limit per person. Maximum of three (3) \$50 deductibles per family. Employee may select the dentist of his/her choice. |
| | Single | \$11.14 | |
| | Two-Party (Employee & 1 dependent) | \$24.00 | |
| | Family (Employee & 2+ dependents) | \$64.00 | |

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| VISION | | | |
| <u>Community Eye Care</u> | First day of month following date of employment | | Employee paid optional vision plan will allow employees and dependents to reduce their annual current expenditures for routine eye care. \$10 co-pay for routine eye exams or contact lens fittings. Eyewear allowance of \$150 in network so long as you select eyewear having a retail price that is less than or equal to your allowance or \$100 reimbursement out-of-network. Provider listing available on line at www.communityeyecare.net or by calling 1-888-254-4290. |
| | Single | \$9.60 | |
| | Two-Party (Employee & 1 dependent) | \$18.24 | |
| | Family (Employee & 2+ dependents) | \$26.86 | |

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| LIFE INSURANCE | | | |
| UNUM | | | |
| Term Life Insurance | First day of month following date of employment | \$0 | Basic term life insurance plus accidental death and dismemberment insurance. No employee cost. Amount is one times the employee's annual salary rounded to next \$1,000, based on June 30 salary. "Living Will" provision allows early distribution of funds for terminally ill. |
| Option I Option II Option III Dependant Life | | Based on age Based on age & salary \$1.98 per month | Option I: Additional \$5,000 coverage. Option II: Additional Annual Salary. Option III: Additional 2 Times Annual Salary. Dependent Life: \$5,000 term life insurance for dependent spouse and children who have attained the age of 6 months, but has not attained the age of 19 years OR an unmarried child 19 – 23 years of age – if the child is attending an accredited school full-time; and is financially dependent upon the Insured Person for support. |

| <u>BENEFIT</u> | <u>ELIGIBLE DATE</u> | <u>EMPLOYEE COST</u> | <u>BENEFIT DESCRIPTION</u> |
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| <u>Pre-Paid Legal, Inc.</u> | First day of month following date of employment | \$15.94 Basic Plan \$25.90 Basic + ID Theft | Provides legal coverage that includes document review, simple will, healthcare power of attorney and other services. |

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| <u>RETIREMENT</u> | | | |
| <u>North Carolina Local Government Employee's Retirement System</u> | As of date of employment | 6% annual salary | Vesting occurs after five (5) years in Retirement System. Service, early, and disability retirements are available based on State guidelines. City contributes 6.35% of annual salary to the retirement system on the employee's behalf. Employee contributes 6% of gross annual salary. Law enforcement officers have separate benefits and vesting rights. |

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| Retirement Benefits | As of date of retirement approved by NC Local Governmental Employee's Retirement System | Health insurance same as an active employee | Health insurance is available to retirees with 20 years of full time service and their dependents up to age 65 provided premiums are paid. Pro-rated benefit available with 10-20 years of service. Medicare Supplement Reimbursement is available for retirees over 65 with at least ten (10) years of continuous full-time service who are receiving a retirement benefit from the Retirement System. |
| ICMA-RC Retirement Health Savings Plan (RHS) | Effective for all regular full-time employees hired after 06/30/08. As of date of employment and member of the NC Local Governmental Employee's Retirement System | Participation in the RHS plan is mandatory; you <u>may not</u> opt out of the RHS program | <p>Direct Employer Contributions: The City contributes \$35.00 per pay period to your account for the plan year.</p> <p>Mandatory Employee Compensation Contributions: The City will make a mandatory contribution of 2 percent of your earnings as a reduction in salary for the Plan Year. Maximum employee contribution per year is \$1,000.00 (effective 7-01-10).</p> |

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| <u>DEFERRED COMPENSATION PROGRAMS</u> | | | |
| <u>State 401 (k) Plan</u> | | | |
| Administered. by Prudential Retirement | As of date of employment and member of the NC Local Governmental Employees' Retirement System | Varies based on selected options | Provides pre-tax retirement and long-term savings and investment options through annuities and other various investments options, payable at Retirement or age 59½. The City contributes an amount equal to 3% of regular employee's monthly gross salary to the State 401(k) Plan. Employees may contribute additional amounts through payroll deduction. Employee loan provisions are available on accounts. Law enforcement officers have separate benefits. Plan also features the Roth 401(k) Feature. Basically, this is a voluntary deduction or contribution that lets you put aside after-tax dollars for your retirement. You can make a combination of pre-tax and Roth contributions up to \$15,500, and if you are age 50 or older, you can contribute an additional \$5,000. |
| <u>457 Plans</u> | | | |
| ICMA-RC and Nationwide Retirement Solutions | As of date of employment | Varies based on selected options | Special diversified tax-deferred investment options with two investment administrators payable on termination of employment. Employees may contribute to these programs via payroll deduction up to \$15,500. |
| Firefighter 457 Plan Match | As of date of employment | 5% of salary | 5% matched by the City into 457 Plan for Firefighters only |

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| <u>Laymon Group</u> | | | |
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| Flexible Spending Accounts & Premium Conversion | During Open enrollment for each calendar year | Varies based on selected amounts | Allows employees to use pre-tax dollars for certain eligible expenses through Medical Spending, Dependent Care Accounts, Parking, and premium conversion. Governed by the Internal Revenue Service Code Section 125. NOTE: Effective January 1, 2011, employees will be required to submit a manual claim and provide supporting documentation, such as a prescription or physician’s statement, in order to be reimbursed for over-the-counter medications from their tax-advantaged health accounts. |
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| <u>BENEFIT</u> | <u>ELIGIBLE DATE</u> | <u>EMPLOYEE COST</u> | <u>BENEFIT DESCRIPTION</u> |
|---|--|-----------------------------|---|
| LEAVE | | | |
| <u>Annual Leave (Vacation)</u> | | | |
| PER-502 | Accrual begins as of the bi-weekly pay period following employment | \$0 | Accrual rate is per bi-weekly pay period. Employees MAY use annual vacation leave as earned including during the probationary period. Calculated accrual rate: 1-3 years = 3.692 hours, 4-9 years = 4.615 hours, 10-15 years = 5.538 hours, 16-20 years = 6.461 hours, and 21 + years = 7.384 hours. Unused annual leave days beyond 240 hours do not carry over, but are transferred to sick leave. (Law Enforcement Officers and firefighters earn and use vacation based on twelve-hour days). |
| <u>Sick Leave</u> | | | |
| PER-504 | Accrual begins as of the bi-weekly pay-period following employment | \$0 | Accrual rate is 3.692 hours per bi-weekly pay period. There is no maximum accumulation. Sick leave may be taken as necessary per proper notification of supervisor and may be used for illness, medical appointments, maternity/paternity, or to supplement funeral leave. Verification may be required by the supervisor. At time of retirement, unused sick leave may be converted to accrued service credit. |
| <u>Shared Sick Leave</u> | | | |
| PER-503 | As of date of employment | \$0 | Employees may request donations of sick leave from other employees when there is a medical emergency. Medical certification required. Donations by employees are voluntary. May use once every two (2) years. |
| <u>Sick Leave Incentive</u> | | | |
| PER-506 | As of the bi-weekly pay period following employment | \$0 | An additional eight (8) hours of annual leave is earned for each consecutive six (6) month period when no sick leave, worker's compensation, etc. has been used. |
| <u>Funeral Leave</u> | | | |
| PER-525 | As of the bi-weekly pay period following employment | \$0 | For immediate family members. May be taken for up to 5 days per calendar year . Days may be taken all during one occurrence or may be taken over the year. |
| <u>Leave Without Pay</u> | | | |
| PER-601 | At discretion of Department | \$0 | Leave may be granted for extended illness, paternity, maternity, education, military service, or other approved reasons. Leave may be granted in three-month intervals up to one (1) year maximum. Employee is responsible for paying benefits when on leave without pay. Contact HR to make arrangements for payment. |
| <u>Paid Temporary Disability Leave</u> | | | |
| PER-535 | Successful completion of probationary period | \$0 | With written medical certification, up to six (6) full weeks of pay for maternity, paralysis, surgery (subject to restrictions) or terminal illness. Doctor's verification of disability is required prior to leave being granted. May use once every two (2) years. Ambulatory surgery with a two-week or more recuperation period. |
| <u>Volunteer School Service Time/Community Service</u> | | | |
| PER-541, R1 | One year of employment | \$0 | Employees allowed up to forty -eight (48) hours per year to serve as a volunteer in a school or community programs setting. Employee must have good performance and attendance/punctuality rating and prior Department Director approval. Occurrences and times are not charged against employee's leave time. |

| <u>BENEFIT</u> | <u>ELIGIBLE DATE</u> | <u>EMPLOYEE COST</u> | <u>BENEFIT DESCRIPTION</u> |
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| <u>Parents Leave</u> | | | |
| PER-540 | As of date of employment | | Regular and temporary with benefits employees allowed up to four (4) hours, (two (2) occurrences of two (2) hours each) to respond to emergency, discipline, and academic contact from child’s school. Occurrences and times are not charged against employee’s leave time. |
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| <u>Military Leave</u> | | | |
| PER-603 | As of date of employment | \$0 | Military leave with full salary for up to two (2) weeks for Reserve or National Guard training. Veteran re-employment rights honored under circumstances outlined by law. |
| <u>Civil Leave</u> | | | |
| PER-604 | As of date of employment | \$0 | Used when employee must appear as a witness in court, on City business, civic responsibilities, or to serve as a juror. Annual leave is not charged. Juror payments may be kept by employee. Annual leave is not charged. Fees received may be retained without reduction of City pay. |
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| <u>Worker’s Compensation</u> | First day of employment | \$0 | For on-the-job injuries and illnesses. Accidents must be reported immediately to Employee Health Services (EHS) @ 560-4182. |
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| <u>Paid Holidays</u> | | | |
| PER-501 | As of date of employment | \$0 | Several paid holidays per year including New Years Day, Martin Luther King’s Jr. Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, 2-3 Christmas holidays and one Floating Holiday. An employee must be on pay status the day before and the day after the holiday to be paid for the holiday. Exception is one (1) Floating Holiday that is available after successful probationary period. |
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| <u>Credit Union</u> | | | |
| PER-515 | As of date of employment | Varies on participation Initial fee is required | Savings plans and loan services available. Eligibility for loans after six (6) months of employment for full-time, regular employees. (560-4177) |

This summary of benefits is not a guarantee of benefits or employment, and is neither an implicit nor explicit contract. The City reserves the right to change benefits and programs at any point.

| FUNCTIONAL HUMAN RESOURCES TEAMS | PHONE # | EMPLOYEE & EXT. |
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| General Administration Team Depts: City Manager’s Office including Deputy City Managers and City Council | 560-4214 City Hall | Alethea Bell, Director, ext. 23270 Kevin Patton, Assistant Director, ext.23273 |
| Administrative HR Team Depts: Audit Services, Budget, City Attorney, City Clerk, Community Development, Economic Development, Equal Opportunity/Equity Assurance, Finance, Human Relations, Human Resources, Neighborhood Improvement Services, Technology Solutions | 560-4214 City Hall | Ruby Hargrove-Monds, Manager, ext.23279 Dawn Holmes, Sr. Consultant, ext. 23278 Barbara Hayes, Consultant, ext. 23256 |
| Operations HR Team Depts: City/County Inspections, City/County Planning, Fleet Management, General Services, Parks & Recreation, Public Works, Solid Waste, Water Management | 560-4157 Training Center | Alethea Hardy, Manager, ext. 23026 Donna O’Neill, Sr. Consultant, ext.230 22 Jackie Hicks, Consultant, ext. 23023 |
| Public Safety HR Team Depts: Durham Emergency Communications (911), Fire, Police | 560-4157 Training Center | Diane Ragin, Manager, ext. 23024 Tyran Fennell, Sr. Consultant, ext. 23021 Larry Peace, Consultant, ext. 23025 |
| Planning and Systems Team Centralized management of HR functional areas and support to HR Teams | 560-4214 City Hall | Virginia Jones, Manager, ext. 23274 Gwendolyn Burnette, Consultant, ext.23281 Sofia Klenke, Consultant, ext. 23272 Katrena Neal, Consultant, ext. 23276 |

| COMPANY | PHONE NUMBER | ADDITIONAL PHONE # | WEBSITE |
|--|----------------|--------------------|--|
| Blue Cross Blue Shield of North Carolina Group #057818 | 1-877-258-3334 | | www.bcbsnc.com |
| Colonial Products | 1-800-325-2467 | 919-876-4214 | www.coloniallife.com |
| Community Eye Care | 1-888-254-4290 | | www.communityeyecare.net |
| Blue Cross Blue Shield of North Carolina Dental | 1-800-305-6638 | | www.bcbsnc-dental.com |
| Duke EAP (EAP) | 919-286-1244 | | www.dukeeap.com |
| ICMA 457 (Deferred Compensation) | 1-800-669-7400 | | www.icmarc.org |
| ICMA RC RHS | 1-800-326-7272 | | |
| Laymon Group (Flex Spending Accounts) | 1-800-467-2259 | | www.mbicard.com |
| Liberty Mutual | 1-800-662-7056 | | www.libertymutual.com |
| Nationwide 457 (Deferred Compensation) | 1-877-677-3678 | | -www.nrsforu.com |
| UNUM | 1-866-679-3054 | | www.unum.com |
| New York Life | 1-866-NYL-4YOU | | www.newyorklife.com |
| N.C. Retirement System | 919-733-4191 | | www.treasurer.state.nc.us |
| NC 401 (k) Prudential Retirement | 1-866-624-0151 | | www.prudential.com/ncplans |